

## **ACTION PLAN and RESOURCE REQUEST FORM 2018 - 2019**

### **Continuing Professional Development & Workplace Learning**

#### **Objectives of Professional Unit 2018-2019:**

- 1. *Develop a robust and varied selection of continuing professional development opportunities to better prepare IFLA and the global library workforce to support 21st century users.***

*This primary objective supports all four of the IFLA Strategic Directions - but gives special focus to Strategic Direction #2 (Information and Knowledge) by helping libraries and library workers prepare themselves to become true “catalysts of innovation.”*

- 2. *Promote the importance of continuing professional development within IFLA and libraries as a means of advancing both libraries and the societies they serve.***

This work supports Strategic Direction #4 (Capacity Building) by helping raise the voices of libraries and library workers to advocate for political, economic and social change.

- 3. *Establish clear standards for use by libraries and library workers to shape continuing professional development programs.***

This work primarily supports Strategic Direction #2 (Information & Knowledge) by establishing clear guidelines by which organizations and individuals can evaluate and continuously improve their CPD programs.

- 4. *Create a more open and engaging environment for the CPDWL section activities to increase knowledge sharing and advance the work of the section as well as to model best practices for the workplace.***

*This work helps support Strategic Direction #1 (Libraries in Society) by modeling “literate, informed and participatory societies.”*

- 5. *Improve the communication work of the CPDWL section.***

Objectives	Project or activity	Main tasks	Responsibilities and timeline	Resources	Communications	Measures of success	Progress
1. Develop a robust and varied selection of continuing professional development opportunities to better prepare IFLA and the global library workforce to support 21st century users.	<p>1.1 Develop and deliver 3 open sessions for WLIC 2019</p> <p>(a) Knowledge Café – with KM (0 hrs)</p> <p>(b) CPD Guidelines: employer aspects (1 hr)</p> <p>(c) Skills for Evidence for Global and Disaster Health (E4GDH) SIG (1 hr)</p>	<p>1.1.1 Develop programs either independently or with other IFLA - sections/ SIGs.</p> <p>1.1.2 Ensure participative methods.</p> <p>1.1.3 Submit program proposals to Professional Committee</p> <p>1.1.4 Invite / select speakers</p> <p>1.1.5 Promote sessions through various media</p>	<p>1.1.1 WLIC 2018 session planning groups:</p> <p>(a) KM Knowledge Café: Ulrike Lang</p> <p>(b) CPD Guidelines: Vivian Lewis, Mary-Jo Romaniuk</p> <p>(c) Skills for E4GDH: Gill Hallam, Almuth Gastinger, Svetlana Gorkhova</p> <p>1.1.2 All the session planning groups</p> <p>1.1.3</p> <p>(a) KM section</p> <p>(b) Vivian Lewis</p> <p>(c) E4GDH SIG</p> <p>1.1.4 CPDWL session planning group</p> <p>1.1.5 CPDWL SC members (see Communications)</p>	<p>Overall responsibility: Co-Chairs</p> <p>People: Working groups for each session: SC members who volunteer to do the work, take part in the sessions</p> <p>Rooms: Request rooms at the WLIC which support participative methods.</p> <p>Programming: Aim to hold Knowledge Café and CPD Guidelines session back-to-back</p>	<p>IFLA website</p> <p>CPDWL webpage</p> <p>CPDWL blog</p> <p>Facebook page</p> <p>CPDWL newsletter</p> <p>Other national and association listservs</p>	<p>Positive post-session evaluations.</p> <p>Positive mentions on social media.</p> <p>Large audience.</p> <p>Many section members actively involved in the session.</p>	<p>Working groups established [date]</p> <p>Proposals submitted [date]</p> <p>Marketing and promotion [dates]</p> <p>Sessions held [dates]</p> <p>Evaluations [dates]</p>

	<p>1.2 CPDWL coaching initiative at IFLA WLIC – Build on the program for 2019</p>	<p>1.2.1 Liaise with IFLA PC and Management &amp; Marketing section (Anya Feltreuter, Cindy Hill)</p> <p>1.2.2 Undertake planning activities</p> <p>1.2.3 Promote and deliver program in 2019.</p>	<p>1.2.1. Catharina Isberg</p> <p>1.2.2 Working group: Catharina Isberg, Ewa Stenberg, Almuth Gastinger, Ulrike Lang.</p> <p>1.2.3 Involve all members of the SC</p>	<p>Overall responsibility: Catharina Isberg</p> <p>People: Working group as organisers; SC members as coaches; Other invited coaches, as required</p> <p>Rooms: Rooms at the WLIC which support participative methods.</p>	<p>With section, HQ, and Div IV chair.</p> <p>IFLA website</p> <p>CPDWL webpage</p> <p>CPDWL blog</p> <p>Facebook page</p> <p>CPDWL newsletter</p> <p>Other national and association listservs</p>	<p>The program continues in 2019.</p> <p>Strong support from HQ and PC.</p> <p>Productive partnership with Management &amp; Marketing section</p> <p>Positive post-mentorship evaluation.</p>	<p>Pilot program run successfully at WLIC 2018 (8/18)</p> <p>Review of evaluative feedback (9/18)</p> <p>Planning activities Q1-2/19</p> <p>Program run at WLIC (8/19)</p> <p>Evaluation (9/19)</p>
	<p>1.3 Plan and run the CPDWL satellite event in collaboration with the Croatian Library Association (CLA) and other partners in Zagreb, August</p>	<p>1.3.1 Establish CPDWL satellite working group</p> <p>1.3.2. Establish joint CPDWL/ CLA conference team (led by Dijana Machala)</p>	<p>1.3.1 Working group: Gill Hallam, Sandy Hirsh, Ulrike Lang, Almuth Gastinger, Loida Garcia-Febo, Ray Pun, Vivian Lewis, Matilde Fontanin</p> <p>1.3.2. CPDWL team plus CLA team</p>	<p>Overall responsibility: Gill Hallam</p> <p>People: CPDWL team &amp; CLA team</p> <p>Documents: Satellite</p>	<p>IFLA website</p> <p>CPDWL webpage</p> <p>CPDWL blog</p> <p>Facebook page</p>	<p>Funding support from sponsors</p> <p>Successful marketing and promotion</p> <p>Competitive process for bursaries</p>	<p>CPDWL working group set up (4/18)</p> <p>Joint CPDWL/ Croatian working party set up (7/18)</p> <p>Satellite</p>

	2019.	<p>1.3.3 Submit satellite proposal to IFLA for approval</p> <p>1.3.4. Undertake the planning required, drawing on CPDWL satellite planning manual to ensure the event is well organised</p>	<p>1.3.3 Gill Hallam and Dijana Machala</p> <p>1.3.4 Joint CPDWL/Croatian teams to cover:</p> <ul style="list-style-type: none"> <li>● Programming</li> <li>● Funding and sponsorship</li> <li>● Bursaries</li> <li>● Social events</li> <li>● Marketing and promotion</li> <li>● Registration activities</li> </ul>	<p>planning manual</p> <p>CPDWL Satellite Meeting 2019 Gantt Chart</p>	<p>CPDWL newsletter</p> <p>Social media channels and listservs in Croatia and the Balkan region</p> <p>Other national and association listservs</p>	<p>Positive post-event evaluations.</p> <p>Positive mentions on social media.</p> <p>Strong interest with required number of registrations</p> <p>Many section members actively involved in the session.</p> <p>Increased interest in CPDWL</p>	<p>proposal submitted to IFLA (8/18) Approved by PC (9/18)</p> <p>Online meetings held: 9-10/10/18 [dates]</p> <p>Planning activities [dates]</p> <p>Satellite meeting held [date]</p> <p>Evaluation [date]</p>
	1.4 Offer at least three webinars a year on topics of interest to new professionals.	<p>1.4.1 Liaise with NPSIG (Vesna Vuksan)</p> <p>1.4.2 Identify topics and leads for the webinars Suggestions: 1.4.2.1 <i>International librarianship</i></p>	<p>1.4.1 Working group led by Mary Ellen Davis</p> <p>1.4.2 Subgroups led by Mary Ellen Davis</p> <p>1.4.2.1 Ray Pun, Ulrike Lang</p> <p>1.4.2.2 Loida Garcia-Febo</p> <p>1.4.2.3 Catharina</p>	<p>Overall responsibility Sandy Hirsh</p> <p>People: Working group - Mary Ellen Davis, subgroup leaders (1.4.2)</p>	<p>IFLA website</p> <p>CPDWL webpage</p> <p>CPDWL blog</p> <p>Facebook page</p> <p>CPDWL</p>	<p>Succeed in offering three webinars a year</p> <p>Positive post-webinar evaluations</p> <p>Large number of participants</p>	<p>Working group identified (8/18)</p> <p>Webinar planned and delivered on 24/9/18: <i>Can new librarians have a voice?</i></p> <p>Evaluation</p>

		<p>1.4.2.2 <i>Library services for teenagers</i></p> <p>1.4.2.3 <i>Coaching: a more theoretical approach</i></p> <p>1.4.3 Promote webinars</p> <p>1.4.4 Deliver webinars.</p> <p>1.4.5 Promote the availability of recordings</p> <p>1.4.6 Update CPDWL website to make webinars more visible</p>	<p>Isberg, Ewa Stenberg, Ulrike Lang, Almuth Gastinger</p> <p>1.4.3 CPDWL SC members.</p> <p>1.4.4 Subgroups led by Mary Ellen Davis</p> <p>1.4.5 CPDWL SC members</p> <p>1.4.6 Gill Hallam &amp; Mary Laskowski</p>	<p>For Spanish speaking webinars: Juanita Jara de Sumar and Loida Garcia-Febo.</p> <p>Technology: ALA webinar platform.</p>	<p>newsletter</p> <p>NPSIG, ALA and other national and association listservs</p>		<p>[date]</p> <p>CPDWL website updated to include Webinar page [9/18]</p>
	1.5 Review and update CPDWL satellite planning manual	1.5.1 Critically review the manual after the satellite event in Zagreb to determine how content might be changed or updated.	1.5.1 Ewa Stenberg	<p>Overall responsibility: Gill Hallam</p> <p>People: Ewa Stenberg Gill Hallam</p>	<p>CPDWL webpage</p> <p>IFLA website</p>	CPDWL members and event partners have all the information they need to plan successful satellite meetings and conference sessions.	To be reviewed in 9/19
2. Promote the importance of	2.1 Publications - papers	2.1.1 Publish papers from	2.1.1 Encourage presenters to prepare	Overall responsibility:	IFLA Library	Papers uploaded to IFLA Library	Papers uploaded

<p>continuing professional development within IFLA and libraries as a means of advancing both libraries and the societies they serve.</p>	<p>2.2 Publications – conference presentations (IFLA is planning an area of the IFLA Library for more informal materials)</p>	<p>WLIC sessions and the satellite meeting to IFLA Library.</p> <p>2.1.2 Promote the availability of papers in the IFLA Library</p> <p>2.2.1 Collate the presentations given at the CPDWL sessions at the WLIC (e.g. Guidelines sessions)</p> <p>2.2.2 Add to the IFLA Library</p> <p>2.2.3 Promote the availability of the presentations in the IFLA Library</p>	<p>full papers: SC members involved in planning WLIC sessions and satellite meeting</p> <p>2.1.2 SC members</p> <p>2.2.1 Encourage presenters to share their presentations: SC members involved in the WLIC sessions, liaising with other presenters beyond the SC</p> <p>2.2.2 SC members involved in the WLIC sessions</p> <p>2.2.3 SC members</p>	<p>Gill Hallam</p> <p>People: SC members involved in planning WLIC sessions and satellite meeting</p> <p>Technology: IFLA Library</p>	<p>CPDWL webpage</p> <p>CPDWL blog</p> <p>Facebook page</p> <p>CPDWL newsletter</p>		<p>[dates]</p>
	<p>2.3 Help librarians transfer learning back to work place</p>	<p>2.3.1 Identify relevant tools</p> <p>2.3.2 Add tools on CPDWL webpage to support</p>	<p>2.3.1 Working group: Catharina Isberg, Mary Laskowski, Anne Lehto, Mary Chute &amp; Gill Hallam</p>	<p>Overall responsibility: Catharina Isberg</p> <p>Working group.</p>	<p>CPDWL webpage</p> <p>CPDWL blog</p> <p>Facebook page</p>		<p>Working group identified 8/17</p> <p>Placed on hold to await new IFLA website</p>

		transferring learning		SC members who add content.	CPDWL newsletter		
	2.4 Ensure that the SC has full complement of members (20)	2.4.1 Actively promote the value of being a member of the CPDWL SC  2.4.2 Engage the interests of national associations and individuals	2.4.1 SC Officers  2.4.2 SC Officers	Overall responsibility: Gill Hallam, Sandy Hirsh  People: All SC members	Integrate into Communications Plan (see Objective 5)	Nominations received for the 2019 elections 20 members on the SC for 2019-2023	Lobbying within the IFLA community: documentation prepared and approach made to Div V (10/18)
3. Establish clear standards for use by libraries and library workers to shape continuing professional development programs.	3.1 Continue implementing the IFLA CPD Guidelines.	3.1.1 Coordinate the translation of the IFLA CPD Guidelines into multiple languages: Full document, Summary & Posters  3.1.2 Post the translations on the CPDWL webpage.  3.1.3 Promote the CPD Guidelines on	3.1.1 Gill Hallam, Jana Varlejs  3.1.2 Mary Laskowski  3.1.3 CPDWL SC members  3.1.4 See 1.1(b)  3.1.5 Vivian Lewis, Gill Hallam, Jana Varlejs	Overall responsibility: Gill Hallam Jana Varlejs  Funding: Translations if required  People: Working group (2017) Vivian Lewis, Mary Jo Romaniuk, Ewa Stenberg, Juanita Jara de Sumar,	IFLA website  CPDWL webpage  CPDWL blog  Facebook page  CPDWL newsletter  Other national and association listservs	Translation of materials into other languages  Dissemination to a broad public  Strong attendance at WLIC session in 2019  Toolkit developed and promoted	Tally of translations into other languages: <ul style="list-style-type: none"> <li>● Full guidelines</li> <li>● Summary</li> <li>● Posters [dates]</li> </ul> CPDWL Guidelines Toolkit launched [date]

		<p>national and association websites.</p> <p>3.1.4 Host a session on Guidelines at WLIC 2019: see 1.1(b)</p> <p>3.1.5 Design and develop a CPDWL Guidelines Toolkit</p>		<p>Svetlana Gorokhova, Matilde Fontanin, Jana Varlejs, Ulrike Lang</p>			
<p>4. Create a more open and engaging environment for the CPDWL section activities to increase knowledge sharing and advance the work of the section as well as to model best practices for the workplace</p>	<p>4.1 Adopt more participatory practices in standing committee meetings.</p>	<p>4.1.1 Pilot new meeting practices.</p> <p>4.1.2 Seek feedback from the members on the new models.</p>	<p>4.1.1 SC Officers</p> <p>4.1.2 SC Officers</p>	<p>Overall responsibility: Sandy Hirsh &amp; Gill Hallam</p> <p>Rooms: Rooms at the WLIC which support participative methods.</p>	<p>SC mailing list</p>	<p>Increased motivation and engagement in the CPDWL work.</p>	
	<p>4.2 Implement midyear virtual SC meeting</p>	<p>4.2.1 Determine meeting methods and place.</p>	<p>4.2.1 Timing of virtual meetings to reflect IFLA activities (eg</p>	<p>Overall responsibility: Sandy Hirsh &amp;</p>	<p>SC mailing list</p>	<p>Increased motivation and engagement in the</p>	



		4.1.2 Seek feedback from the members on the new models.	Global Vision)	Gill Hallam  People: SC members - to contribute ideas  Technology: A virtual meeting space open for SC during a preset time		CPDWL work.	
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<p>5. Improve the communication work of the CPDWL section</p>	<p>5.1 Develop the CPDWL communication plan</p> <p>5.2 Prepare 2 newsletters p.a.</p> <p>5.3 Introduce logo for CPDWL</p> <p>5.4 Prepare for the new IFLA website</p>	<p>5.1.1 Establish working group: Gill Hallam, Sandy Hirsh, Mary Laskowski, Juanita Jara de Sumar, Loida Garcia-Febo, Ray Pun</p> <p>5.1.2 Develop the communication plan and agree upon roles, responsibilities, priorities and communications strategies</p> <p>5.1.3 Arrange logins for the CPDWL blog</p> <p>5.1.4 Involve all SC members in communication activities.</p> <p>5.2.1 Prepare 2 CPDWL Newsletters p.a.</p> <p>5.3.1 Liaise with</p>	<p>5.1.1 Comms working group</p> <p>5.1.2 Comms working group</p> <p>5.1.3 Comms working group</p> <p>5.1.4 CPDWL SC Members</p> <p>5.2.1 Juanita Jara de Sumar, 12/18, 6/19 with input from SC members</p> <p>5.3.1 Mary Laskowski, Gill Hallam, Sandy Hirsh, Catharina Isberg</p> <p>5.3.2 Mary Laskowski and SC members as required</p> <p>5.4.1 Mary Lawskowski, Gill Hallam</p>	<p>Overall responsibility: Gill Hallam</p> <p>People: Comms working group; SC members who share their information and knowledge.</p> <p>Technology: Communication channels/ platforms</p>	<p>IFLA website</p> <p>CPDWL webpage</p> <p>CPDWL blog</p> <p>Facebook page</p> <p>CPDWL newsletter</p> <p>Other national and association listservs</p>	<p>Develop the Communications plan and begin strategy to aim for the Communication Award of the Year 2020</p> <p>Ensure that everyone interested in CPD knows about available initiatives coordinated by CPDWL</p> <p>Growth in general membership of CPDWL section</p> <p>Increase in number of followers of CPDWL social media</p>	<p>Comms working group established (9/18)</p> <p>Meetings held [dates]</p> <p>Newsletters published [dates]</p> <p>Logo approved and introduced [dates]</p> <p>Audit of website completed [9/18]</p> <p>Current website reviewed and updated [9/18]</p> <p>New CPDWL website launched</p>
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		<p>IFLA HQ with the development of the logo</p> <p>5.3.2 Update CPDWL resources to include new logo</p> <p>5.4.1 Undertake audit of current website</p> <p>5.4.2 Review and refresh current website to be ready for migration to the new website</p> <p>5.4.3 Work with IFLA HQ on the new CPDWL website</p>					
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## Resource requirements

Project or activity and Main task	<p>3.1 Continue the implementation of the IFLA CPD Guidelines.</p> <p>Objective: Establish clear standards for use by libraries and library workers to shape continuing professional development programs.</p>
Resources  For what do you need resources in relation to this task? Match your needs again the resources listed below*	<p>Funding: Translate the IFLA CPD Guidelines into multiple languages. Resources needed - translations.</p> <p>The translated guidelines will be made available on the IFLA CPDWL website.</p>
Amount of funding. How much money would you like to request from Professional Committee Funds?	<p>Help is needed from HQ to define what amount is needed for translations.</p>
Timing	<p>2019</p>